



I. PURPOSE

The Department of Crime Control & Public Safety is dedicated to recognizing the outstanding achievements of our employees. The purpose of this policy is to establish guidelines for the employee awards and recognition program.

II. PROGRAM ADMINISTRATION

The Employee Award and Recognition Program will be administered uniformly throughout the department. Any full-time or part-time permanent employees of the department, exempt or non-exempt from the State Personnel Act, are eligible for departmental awards. Selection for a department award will not affect an individual's eligibility for any other award under statute or regulation.

Any individual having personal knowledge of an act, achievement, or service believed to warrant an award may submit a formal department award nomination. An employee may not recommend himself/herself for an award. Nominations may be made at any time during the year. Nominations must be made on the Department Awards Nomination Form, endorsed by management in the division's/section's chain-of-command as accurate and worthy of consideration and submitted to the Organizational Effectiveness Section.

Organizational Effectiveness will review nominations for completeness and forward nominations to the Department Awards Committee, which is composed of representatives from various divisions in the department, for evaluation and recommendation to the department Secretary. The Secretary of the Department of Crime Control & Public Safety has final award-approving authority for all department-level formal awards.

III. AWARDS

CRIME CONTROL AND PUBLIC SAFETY DISTINGUISHED SERVICE AWARD

- Department's highest award for meritorious service or achievement
- Recognition for service which is *clearly outstanding*, a special requirement, or an extremely difficult duty performed in an unprecedented and clearly outstanding manner, in one or a combination of the following categories: Devotion to Duty, Innovations, Public Service, and/or Human Relations
- Special Leave Award of two days is granted to recipient

CRIME CONTROL AND PUBLIC SAFETY MERITORIOUS SERVICE AWARD

- Department's second highest award for meritorious service or achievement
- Recognition for clearly outstanding accomplishments of one or more special or difficult tasks, clearly placing employee above his/her peers in one or a combination of the following categories: Devotion to Duty, Innovations, Public Service, and/or Human Relations
- Special Leave Award of one day is granted to recipient

DEPARTMENT OF CRIME CONTROL AND PUBLIC SAFETY HEROISM AWARD

- Department's highest award for heroism
- Recipient must have demonstrated outstanding judgment, courage, self-possession or ability in an emergency; meritorious action involving *voluntary risk of life* to prevent injury, loss of life, or prevent damage to or loss of property
- The saving of a life or the success of the voluntary heroic act is not essential
- Special Leave Award of two days is granted to recipient

CRIME CONTROL AND PUBLIC SAFETY COMMENDATION AWARD

- Department's second highest award for heroism
- Recipient must have demonstrated outstanding judgment, courage, self-possession or ability in an emergency; meritorious action or service *without risk of personal life* to prevent injury, loss of life or prevent damage to or loss of property
- Special Leave Award of one day is granted to recipient

CRIME CONTROL AND PUBLIC SAFETY DIVISION AWARD

- Recipient division shall have distinguished itself by exceptional meritorious achievement as a result of a group effort in exceeding the division's goals, initiating and successfully establishing new and outstanding methods or practices, or planning or designing new programs or projects having a fundamental value to the division
- Secretary of the Department of Crime Control and Public Safety may select a division as a recipient of the Division Award at his/her own discretion